

MEETING AGENDA

**City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, December 17, 2008
Civic Center, Room B-8
5:30 P.M.**

1. CALL TO ORDER

Commissioners: Gooch, Hunt, Barton, Garner, Bush, Clemens, Lipson

Staff Liaison: Paul Emery, Deputy City Administrator

Also present:

Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources

Jo Ann Diaz, Principal Personnel Analyst

Sandy Henderson, Administrative Aide

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

Meeting of November 19, 2008

5. COMMISSION GOALS FOR THE COMING YEAR

This item has been placed on the agenda at the request of the Personnel Commission Chair

6. LABOR RELATIONS UPDATE

- SCLEA

7. SECRETARY'S REPORT

- Position Vacancy Report
- NEOGOV Report

8. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

9. INFORMATION ITEMS

Grievance Report – December 2008

10. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of January 21, 2009.

ITEM # 4

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
11/19/08

Pending approval by Personnel Commission at the meeting on 12/17/08
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Chairperson Barton called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Barton, Bush, Clemens, Gooch, and Lipson
Commissioners absent: Garner, Hunt
Others Present: Michele Carr, Director of Human Resources
JoAnn Diaz, Principal Personnel Analyst
Sandy Henderson, Administrative Aide
Patricia Albers, Personnel Analyst

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Gooch and seconded by Commissioner Clemens to approve the minutes for the October 15, 2008 meeting (passed 4:0:1 - Bush abstain).

PUBLIC HEARING

- 5.a. Approve the job specification revision for the position of Executive Assistant in the Administration Department amending the City's Classification Plan.

A motion was made by Commissioner Bush and seconded by Commissioner Gooch to approve the revised job specification (passed 5:0:2).

- 5.b. Approve the job specification revision for the position of Street Maintenance Supervisor in the Public Works Department amending the City's Classification Plan.

A motion was made by Commissioner Gooch and seconded by Commissioner Clemens to approve the revised job specification (passed 5:0:2).

- 5.c. Approve the job specification revision for the position of Code Enforcement Officer II in the Planning Department amending the City's Classification Plan.

A motion was made by Commissioner Bush and seconded by Commissioner Gooch to approve the revised job specification (passed 5:0:2).

- 5.d. Approve the establishment of a new job class and job specification for the position of Budget Manager in the Finance Department amending the City's Classification Plan.

A motion was made by Commissioner Bush and seconded by Commissioner Clemens to approve the new job class and job specification (passed 5:0:2).

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
11/19/08

COMMISSION GOALS FOR THE COMING YEAR

Chairperson Barton reiterated the goal to conduct job description reviews on a rotation basis would be addressed early next year.

LABOR RELATIONS UPDATE

Ms. Carr reviewed the new contract provisions of the Memorandum of Understanding between the City and the Fire Management Association which was approved by City Council on November 17, 2008. Ms. Carr reported that negotiations have begun with the Surf City Lifeguard Employees' Association (SCLEA).

SECRETARY'S REPORT

Ms. Carr reported on the current position vacancies.

Patricia Albers, Personnel Analyst, conducted a presentation of the newest features of the NEOGOV on-line application system. Ms. Albers reported we have conducted 100+ recruitments and received over 11,000 on-line applications since the launch of NEOGOV in December 2007. She demonstrated the enhancements and reviewed some of the reports available on the system. Ms. Albers also announced the installation of a computer kiosk for those applicants who may not have computer access elsewhere or who would like assistance with the program.

Following up on Commissioner Gooch's discussion at the last meeting, Ms. Carr reported the city has a Constructive Action Plan in place and will send a copy to the Commissioners. Ms. Carr also announced the Municipal Employees' Association (MEA) legal representative will now be Gregorio Daniel of the Teamsters. He has replaced Bill Davis as their representative.

COMMENTS FROM COMMISSIONERS

Commissioner Clemens thanked Ms. Albers for the presentation and stated she was impressed with NEOGOV.

Commissioner Lipson reported he attended the Mayor's reception.

INFORMATION ITEMS

None

ADJOURNMENT

The meeting adjourned at 6:24 PM to the next regularly scheduled meeting of December 17, 2008.

ITEM # 5

Goals for the Personnel Commission & Staff

- Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
- Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
- Develop new classifications to meet changing needs of the City.
- Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City.
- Design and conduct a Personnel Commission Orientation during the calendar year of 2008.

ITEM # 7

Vacant Position List

For Pay Period Ending 11/28/2008

RECRUITMENT STATUS REPORT

IMPORTANT

*This report highlights status of actual vacancies only. It is a **SNAPSHOT** of the last day of the reported pay period. It does **not** include reallocations of positions, the impact of acting or underfilled assignments in a higher class, nor any activity that has occurred since the end of the reported pay period.*

DEPT	JOB TITLE	QTY	STATUS
CITY ATTORNEY			
	Deputy City Attorney I	1	On Hold per dept request
CITY TREASURER			
	Accounting Tech Supervisor	1	Recruitment closed 11/17/08 - oral board Jan/09
	Sr. Accounting Tech	1	Job offer made - Effective 12/15/08
BUILDING AND SAFETY			
	Plan Check Engineer	1	On Hold per dept request
COMMUNITY SERVICES			
	Beach Maint Operations Mgr	1	Pending coordination w/dept
	Program Coord-Human Services	1	Oral board - 12/11/08
ECONOMIC DEVELOPMENT			
	Economic Dev Project Manager	1	Job offer made - effective 1/5/09

FINANCE

Budget Manager	1	New job classification - recruitment pending job spec approval process
Director of Finance	1	Recruitment closes 12/15/08 (Exec search firm)

FIRE

Firefighter	3	Eligible list certified 11/14/08 - backgrounds in progress
Fire Engineer	4	Promotional Recruitment to be scheduled in winter
Firefighter Paramedic	9	Promotional Recruitment closes 12/14/08
Office Assistant II	1	On hold per dept request

HUMAN RESOURCES

Rideshare Coordinator	1	Job offer made - effective 12/22/08
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INFORMATION SERVICES

(none)

PLANNING

Assistant Planner	1	Recruitment closed 11/19/08 - oral board Jan/09
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POLICE

Accounting Tech II	1	Eligible list certified 11/13/08
Crime Scene Investigator	1	Job offer made - effective 12/2/08
Communications Operator	3	Recruitment open on continuous basis
Detention Officer	1	Approved "overfill" position - Eligible list certified 10/2/08 - 4 in bkgd
Facilities Maint Crewleader	1	Written test scheduled for 12/4/08
Police Officer	4	Bkgd process - continuous recruitment
Police Records Spec (Tech)	4	Written test 11/21/08, Oral board 01/14&15/09

PUBLIC WORKS

Admin Environmental Specialist	1	Job offer made - effective 1/5/09
Deputy Director of Public Works	1	Pending Coordination with department
Equipment Support Asst	1	Recruitment closes 12/2/08
Facilities Maintenance Tech	1	Eligible list certified 10/14/08
Irrigation Crewleader	1	Oral board - 12/10/08
Irrigation Specialist	1	Written exam - 12/4/08
Landscape Maint Leadworker	1	Eligible list certified 10/30/08
Landscape Maint Supervisor	1	On hold per department
Senior Civil Engineer	1	Eligible list certified 10/31/08
Senior Traffic Engineer	1	On hold per department
Signs/Markings Equipment Oper	1	Oral board and performance exam - 12/15/08
Street Maintenance Supervisor	1	Recruitment opens Dec/08
Trees Maintenance Leadworker	1	Eligible list certified 10/30/08
Traffic Signal Electrician	1	Oral board 12/2/08
Vehicle Body Repair Crewleader	1	On hold per department
Water Service Worker	1	Job offer made - pending outcome of pre-employment process

NEOGOV UPDATE DECEMBER, 2008

Human Resources has now been “live” with NEOGOV for one full year!

- The Human Resources Department has launched **132** online recruitments. Of these 132 recruitments, 109 are for full-time regular positions and 23 are for temporary/part-time positions.
- Online recruitments have received a total of **198,577** hits.
- We have received **11,621** total applications. Online applications totaled 11,574 (99.6%). Paper applications totaled 47 (.4%).
- Since installation of the kiosk outside Human Resources, applicants are taking advantage of the opportunity to obtain assistance completing their applications from our Personnel Assistants. This will help us reach our goal of 100% online applications.
- Departments continue to increase their usage of the Online Hiring Center. We added a few new department liaisons to better service the needs of the larger departments.